

CHAPTER 14

Reports and Records

14.1 Reports to the Department of Human Resources

- 1 Department heads or designees shall notify the Department of Human Resources of all proposed appointments to, status changes in, and separations from the classified service at such time, in such form, and with such supporting or pertinent information as these rules prescribe or as the County Executive shall deem necessary.
- 2 Department heads or designees shall notify the Department of Human Resources of all changes in the duties and responsibilities of a position when the change is of such a nature that the position should properly be reallocated to another class.
- 3 Department heads or designees having jurisdiction over positions in the exempt service shall report to the Department of Human Resources the names of appointees, their titles and the dates of their appointments.

14.2 Records and Tabulations

The Human Resources Director shall maintain such other personnel records as he/she may consider desirable, or as the County Executive shall direct, and shall make available to the Board of County Supervisors, the County Executive, the Civil Service Commission, department heads and other persons having a proper interest therein, tabulations and analyses of such personnel data as he/she has available.

14.3 Public Inspection

The records of the Department of Human Resources shall, with the exception of records specified in these rules, and such other records as may be specified by the County Executive, be public records and be open to public inspection during regular office hours at such times and following such procedures as may be prescribed by the Human Resources Director.

14.4 Reports to County Executive, Civil Service Commission and Employees Advisory Council

The Human Resources Director shall submit a written report to the County Executive annually. Copies of such reports shall be sent to the Civil Service Commission and the Employees' Advisory Council. Copies of such other reports on administrative matters as are sent to the Board of Supervisors by the Department of Human Resources shall also be sent to the Employees Advisory Council.